



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Manager I

Monthly Salary: \$5,079 - \$6,127

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-4800-016

Refer to Job ID#10-EEM

Final Filing Date: August 16, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

This is a first level working supervisor who supervises and monitors high level research from staff performing journey level work that conduct Pre-Existing Condition Insurance Plan (PCIP) policy trend analysis, Legislative and Administrative PCIP policy proposals and personally performs the most difficult or sensitive work on monitoring the feasibility of implementing and maintaining the development of the PCIP. Serves as a PCIP subject-matter expert and supervises a variety of staff services functions of professional or technical analysts, with responsibility for a major subsection of PCIP program policy, cost/benefit analysis strategies and alternatives for the implementation and operations of the new PCIP and PCIP appeal adjudication. Ensure all new PCIP policy options are in accordance with Federal and State laws and the effective resolution of a broad range of governmental, fiscal, supervisory, and managerial issues. Conduct the development and obtain finalization of the new PCIP regulations; formulate procedures; policies; program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on its impact or potential impact; and represent the State

Desirable Qualifications *(These are skills or abilities specific to this position.)*

- ❖ Bilingual skills in Spanish or Asian languages.

Other Expectations

- ❖ Demonstrates leadership ability and continuously models the behaviors, traits, values, and characteristics of a successful leader.
- ❖ Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- ❖ Demonstrates decision-making ability based on objective data, research, analysis and input from team members and stakeholders.
- ❖ Ability to reason logically, identify and resolves complex problems, develop and evaluate alternatives in a fast paced environment.
- ❖ Ability to set priorities for staff, multi-task and meet deadlines.
- ❖ Demonstrated a commitment to maintaining a work environment free from discrimination and sexual harassment.
- ❖ Maintains good work habits and adheres to all policies and procedures. Knows the principles of public administration, organization, and management; analytical techniques; technical report writing.

- ❖ Ability to establish and maintain effective working relationships with others and to communicate effectively orally and in writing.
- ❖ Knows the principles of personnel management, supervision, and training of technical personnel.
- ❖ Ability to perform duties in a culturally and politically sensitive manner with the public and legislative staff.
- ❖ Demonstrates the ability to function as part of a team understanding that success is achieved through the maximization of the skill set of their team, continuously inspire, motivate and coach diverse work team to achieve program goals.

Who May Apply:

Individuals at the Staff Services Manager I level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# 10-EEM and Position # 443-600-4800-016 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be *RECEIVED* in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 16, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.